

Wallaroo

Preschool Centre

Policies and Procedures

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This booklet contains our site specific policies. We also follow a number of required DECD policies and procedures. You can access them on their website at:

<https://www.decd.sa.gov.au/department/policies>



WALLAROO PRESCHOOL CENTRE

SITE BEHAVIOUR CODE

Our Philosophy

Wallaroo Preschool Centre is a welcoming friendly environment for families, children and staff where the core focus and value is placed upon children's learning and wellbeing.

Children are offered a wide range of play based experiences in a rich natural environment to support their development into confident and competent individuals. The support and dedication of our qualified Early Childhood Educators help embed a strong set of skills that are the foundation of children's learning and future development.

Written by Governing Council and staff 2012.

The behaviours we encourage at Wallaroo Preschool are:

- | | |
|--|---|
| ✧ Valuing ourselves and others | ✧ Helping others and asking for help |
| ✧ Mutual respect for people and their property | ✧ Independence and resilience |
| ✧ Following Kindergarten routines and expectations | ✧ Care for others and the environment |
| ✧ Playing safely | ✧ Honesty and trust |
| ✧ Positive encouragement and reinforcement | ✧ Thoughtfulness, friendly voice, words and actions |
| ✧ Turn taking and listening to others | ✧ Striving for excellence |

Ways we maximise positive behaviours at Wallaroo Preschool include:

- ✧ Provision of a safe and secure indoor and outdoor environment that stimulates learning
- ✧ Modelling and demonstrating appropriate behaviour and language
- ✧ Positive reinforcement and feedback for appropriate behaviour.
- ✧ Welcoming and inviting parents/caregivers and wider community to be involved in Preschool activities.
- ✧ Visual cues and role-play of appropriate behaviour inside and outside.
- ✧ The involvement of both parents and children in the development of Individual Learning Plans and progress through informal conversations.

The behaviours which are not acceptable or appropriate at Wallaroo Preschool are:

- | | |
|---|---|
| ✧ Unwanted physical attention | ✧ Behaviours which may cause harm to others |
| ✧ Stopping other children from learning | ✧ Harassment and bullying |
| ✧ Destruction of property | ✧ Swearing and name calling |
| ✧ Being unkind or offensive | |

Ways we minimise challenging behaviours at Wallaroo Preschool include:

- ✧ Informing children and adults of what is appropriate behaviour and the consequences for inappropriate behaviour
- ✧ Role modelling and reminding children about Kindy routines, expectations, appropriate behaviour, language and problem solving strategies.
- ✧ Having short discussions regarding appropriate and inappropriate behaviour at the time.
- ✧ Re-directing the play or the child

Informing children:

- ✧ Discuss and regularly role-play and model appropriate behaviour

Consulting and Informing Parents:

- ✧ Informal discussion at the end of a session or by telephone if required to parents of all children involved in incident/s
- ✧ Record extreme incidents that may have caused harm to child or others and provide parents of all children involved with a copy.

How parents and staff can help support the Site Behaviour Code:

- ✧ Involvement in the initial draft and regular updating of the code.
- ✧ Parents to reinforce in the home the Preschool routines and expectations
- ✧ Model positive behaviour and language
- ✧ Adhere to the Site Behaviour Code at all times.
- ✧ Support the behaviour management process.
- ✧ Mutual sharing of relevant information regarding children and the centre.

How staff will support children and their parents:

- ✧ Provide timely and ongoing communication to parents
- ✧ Provide parenting/behaviour management tips in newsletter
- ✧ Provide parents of new children copy this of this policy
- ✧ Provide information resources available for parents to borrow
- ✧ Initiate consultation with parents and discuss support required for child
- ✧ The curriculum will support children to resolve conflict
- ✧ Staff will further support children with challenging behaviours
- ✧ Provide DECD interagency support if required

Informing Staff:

- ✧ Regular revision and updating of the Site Behaviour Code.
- ✧ Induction for new staff and volunteers

Reviewing the Site Behaviour Code:

- ✧ As part of our three year cycle unless the centre requires updating or revising information sooner.



WALLAROO PRESCHOOL CENTRE HEAD LICE PROCEDURE

What are head lice?

- ✧ Head lice are small wingless insects that only live in human hair.
- ✧ Female lice lay their eggs (nits) and glue them to the base of the hair shaft. They are small and a pale cream/yellow colour.
- ✧ Eggs will hatch in 7-10 days into a nymph that will grow into an adult louse within two weeks.
- ✧ Each adult female lays 150-300 eggs in her lifespan of three weeks or so.

The facts are that...

- ✧ Head lice can only be spread by direct head-to-head contact.
- ✧ Head lice cannot jump, fly, hop or swim.
- ✧ Head lice like both clean and dirty hair and are not fussed about colour or type.
- ✧ Head lice do not prefer one blood group over another
- ✧ Head lice do not live or breed on animals, bedding, furniture, carpets, clothes or soft toys.

To minimise the spread of head lice the following procedure has been developed:

Staff will:

- ✧ Provide all families with factual information about head lice via our newsletter and other communication methods.
- ✧ Inform and provide treatment information to families when someone at the centre has head lice and remind them of the importance of checking their own children's/family's hair.
- ✧ Reduce head-to-head contact between children when they are aware that someone has head lice.
- ✧ Not single out or isolate individual children
- ✧ Contact individual parent/caregivers to arrange for the child to be treated as soon as possible.

Parent/caregivers will:

- ✧ Check their child's and family members hair weekly (daily during an outbreak) for lice and nits and inform the preschool if they find head lice in their child's hair.
- ✧ Treat their child's head lice in accordance with treatment information provided
- ✧ Ensure their child does not attend the centre with untreated head lice. Children can return once effective treatment has commenced. Staff may ask and check whether the child has been treated adequately on return.

Signed:

Chairperson – Governing Council

Issue Number: 2

Issue Date: June 2016

Director – Ashleigh Higgins

Review Date: June 2019



WALLAROO PRESCHOOL CENTRE HOT WEATHER POLICY

On days of extreme weather conditions, learning activities at Wallaroo Preschool Centre will be altered accordingly to ensure the wellbeing and safety of all children and staff.

On hot and windy days in particular (over and including 36°C) on top of our "SunSmart Policy" the following will be in place:

- ✧ Staff will monitor and risk-assess weather conditions when visits and excursions have been planned for these days.
- ✧ Activities will be set up in the shade, however precaution taken to avoid the large gum trees
- ✧ Esky will be provided for snacks with ice packs
- ✧ More opportunities for water play: including but not limited to sprinkler, spray bottles, water track, wet sand
- ✧ Clean cool water from our water cooler will be readily available to refill water bottles
- ✧ Fans and air conditioning on
- ✧ Quiet places for rest and relaxation
- ✧ Equipment that will be affected by the heat and therefore unsafe to play on will be placed away (trampoline, climbing frames, slides, etc)

On extreme hot days (over and including forecast of 38°C) at the discretion of the parent/caregiver children may be collected early. We ask parents to please contact the centre if they plan to keep their child away for the day due to hot weather.

Signed: _____


Chairperson Governing Council


Director Wallaroo Preschool

Version 2

Date issued: November 2015

Review date: October 2018

Meeting NQS requirements: QA 2; Element 2.3.2, QA 7; Element 7.3.5



WALLAROO PRESCHOOL CENTRE PARENT COMPLAINT AND GRIEVANCE PROCEDURE

At Wallaroo Preschool we support all children, staff, parents and community members to raise any issues or concerns that may affect their learning or general wellbeing. We have the responsibility to listen to and manage any grievances and deal with them in an appropriate manner.

The procedure to follow in addressing a grievance is, in the first instance, to approach the person with whom you have the grievance. However, if you feel you are unable to do this, the following is a set of guidelines you may wish to consider. It is important that these grievances are kept CONFIDENTIAL.

- ✿ Talk to the person concerned and tell them that they have hurt your feelings, done something that makes you feel uncomfortable or said something inappropriate. Whilst stating the grievance, you must always allow the other party to have their say in return.
- ✿ If there is no resolution, either party can approach a staff member asking them for assistance in the matter.
- ✿ A staff member will then mediate between the parties, trying to bring about a reasonable and calm resolution by allowing both sides to be heard in a non-threatening way. This is done in a non-partial and confidential manner.
- ✿ At all times the thoughts and feelings of all parties are paramount during discussions, interviews and meetings. The second party may not have construed the situation being dealt with as being a problem and all caution is taken not to give further offence to either party.
- ✿ If, at the end of using all avenues available 'in house', there is no resolution, then each party will be advised that they can take the matter further by approaching the Director.
- ✿ If the grievance remains unresolved, they may contact the DECD Parent Complaint Line on 1800 677 435.

The Director and Staff of the centre have the responsibility to:

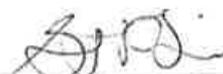
- ✿ Listen to concerns and deal with appropriately.
- ✿ Intervene early, to avoid conflict and future problems.
- ✿ Monitor and evaluate practices regularly.

Families have the responsibility to

- ✿ Bring all concerns regarding the preschool, the staff and operational matters directly to a member of the preschool staff.
- ✿ Only then, if they feel their grievance has not been adequately dealt with, they may contact the DECD Parent Complaint Line on 1800 677 435.

Families on Governing Council also have a responsibility of confidentiality for any matters discussed at meetings.

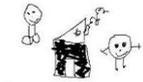
Signed:



Chairperson – Governing Council



Director – Wallaroo Preschool Centre



WALLAROO PRESCHOOL CENTRE BULLYING POLICY

The purpose of these procedures is to provide a systematic process to prevent violence and bullying at our site. This includes identification, assessment and control of bullying.

Bullying is an imbalance of power.

Bullying can be physical, psychological, verbal or social.

A repetitive, ongoing behaviour.

Director's responsibilities:

- ✧ Model appropriate behaviour
- ✧ Where there may be a potential bullying issue, staff will work in consultation with families and other DECD personnel if necessary to devise a plan to prevent any further incidents.
- ✧ Retain records of bullying behaviour, actions taken and consultation.
- ✧ When managing emergency violent situations, adapt and implement the DECD emergency guidelines.
- ✧ Monitor and review Bullying Policy on a regular basis.
- ✧ Record all incidents of workplace violence and bullying and report serious or recurring incidents to Educational Director.
- ✧ Provide debriefing and access to support services following a violent situation.

Parent responsibilities:

- ✧ Model appropriate behaviour
- ✧ Discuss the problem with your child
- ✧ Notify a Kindy staff member of the problem as soon as it appears
- ✧ DO NOT encourage violence as a suitable means of solving the issue
- ✧ Discuss different solutions of sorting out the problem with your child
- ✧ Encourage confident responses such as "Stop it, I don't like it!"

All Staff will:

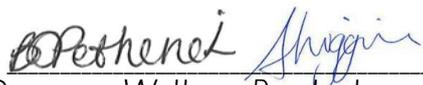
- ✧ Report incidents of violence or bullying to the Director.
- ✧ Contribute to plans and intervention strategies.
- ✧ Implement/comply with planned preventative actions.
- ✧ Use grievance procedures

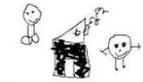
Records to be kept:

- ✧ Reoccurring incidents and relevant Violence/bullying prevention plans as per Wallaroo Preschool Site Behaviour Code.

Signed: _____

Chairperson – Governing Council


 Directors – Wallaroo Preschool



WALLAROO PRESCHOOL CENTRE SUNSMART POLICY

Research shows that overexposure to the sun's UV radiation during childhood and adolescence increases the risk of developing skin cancer.* The purpose of this policy is to ensure that all children and adults are protected, as much as possible, from skin damage caused by sun exposure.

EVERYDAY FROM 1 SEPTEMBER – 30 April (or when UV level is 3 and above)

- ✧ Children will wear broad-brimmed or legionnaires style hats whenever they are playing or doing activities outside. Caps are not acceptable as they do not protect the sides of the face, ears or necks.
- ✧ Shade will be utilised as much as possible.
- ✧ Children who do not have their hat at Preschool will need to play inside or under the veranda.

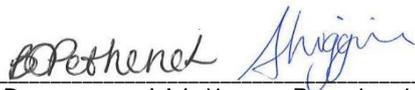
Parents and Caregivers will:

- ✧ Provide a named hat every day with a broad brim in either broad-brimmed or legionnaire style hat is best. This hat can be left at Preschool in their named locker or hanging on designated pegs. Hats in an approved style are available for purchase at the Preschool.
- ✧ Take hats home regularly to wash.
- ✧ Clothe their children in protective/appropriate clothing –shirts and tops with sleeves and collars are required. Sunglasses are also an option.
- ✧ Apply SPF 30+ Broad Spectrum water resistant sunscreen to their children before coming to Preschool.
- ✧ Be a good role model for the children and wear hats, sunscreen and protective clothing themselves. This is particularly important when attending kindy events, coming on walks with us and volunteering to attend experiences.
- ✧ Inform staff of any allergies their child may have to sunscreen.

Staff and volunteers at Preschool will:

- ✧ Check the UV level daily on the SunSmart App.
- ✧ Be a good role model for the children and wear hats, sunglasses, sunscreen and appropriate clothing for outdoor activities.
- ✧ Ensure children wear their broad-brimmed or legionnaires style hats and play in shady areas.
- ✧ Re-direct children inside or under verandah if they don't have their broad-brimmed or legionnaires style hat at Preschool.
- ✧ Help children re-apply their sunscreen before lunch, if playing outside for an extended period of time or if involved in water activities.
- ✧ Keep a supply of SPF 30+ Broad spectrum, water resistant, sunscreen at the centre.
- ✧ Check date of sunscreen and store appropriately.
- ✧ Plan activities with consideration around UV levels.
- ✧ Set up equipment in shady areas and move throughout the day if necessary.
- ✧ Reschedule outdoor activities to avoid peak ultra-violet radiation times.
- ✧ Review policy every two years.

Signed: 
Chairperson – Governing Council


Directors – Wallaroo Preschool Centre

*source: www.cancersa.org.au



WALLAROO PRESCHOOL CENTRE HEALTHY FOOD AND NUT POLICY

We aim to provide a service that not only cares for your child but also promotes good health and development. The food that children eat is important for healthy growth and development. The purpose of this policy is to ensure that all children and adults are aware of the expectations for eating and drinking at our centre.

This complies with the department's **Right Bite** expectations that aim to educate young children and students about healthy eating and to ensure that healthy food and drink choices are provided in SA schools and preschools. *Right Bite* uses a coloured spectrum of **GREEN**, **AMBER** or **RED** to classify food and drinks according to their nutritional value with green being the healthiest option.

We also expect children (and adults) to drink water as current research into brain development suggests that drinking water is vital for optimum brain development. It is also excellent for general growth and wellbeing of the whole body.

Treats are acceptable for special occasions such as celebrations, excursions and other special events, but healthy eating needs to occur at all other times. The kindergarten is allowed to provide/advocate two red days (treat days) per term.

A gentle reminder will be sent home with children who bring unsuitable (red/amber group) food.

We encourage families to send foods in reusable containers and foods that can be bought in bulk and separated such as crackers and cut up cheese instead of a "LeSnack" for health and environmental sustainability.

Green foods from the five food groups

- ✿ Breads and Cereals: Sandwiches or rolls with white, wholemeal or multigrain bread, fruit/savoury muffins, pita bread (wholemeal / white), bread sticks, fruit loaf (no icing), scones, crackers, rice cakes, crispbreads (low salt), rice, pasta, foccacia, Weetbix with savoury spread, plain popcorn, prawn crackers, pretzels, pappadams, pikelets
- ✿ Fruit: fruit (fresh fruit is preferred however you may bring, dried, packaged or tinned – no added sugar)
- ✿ Vegetables: vegetables (fresh, frozen, tinned, vegetable sticks (raw / cooked), salad
- ✿ Milk and Dairy Products: yoghurt, fruche, cheese, cheese dips, custard, (fresh, long life, plain or flavoured) (*reduced fat for children over 2 yrs!*)
- ✿ Meat and Meat Substitutes: cold meats, meat balls, chicken, tinned fish (tuna, salmon), eggs, tofu, leftovers; spaghetti bolognaise, rissoles, homemade pizza, rice dishes, legumes (kidney beans, lentils, chick peas, baked beans)

Red/Amber foods

Foods that are high in fat and or/sugar, or high in salt and low in other nutrients are not permitted at Kindy. Please do not send:

- ✿ Chocolate, peanut butter, roll ups, 'Nutella' or similar chocolate spreads, sweet or buttered popcorn, lollies, dehydrated fruit bars
- ✿ Potato chips, corn chips, Twisties, etc, high fat crackers
- ✿ Sweet biscuits, donuts, sweet breakfast cereals, LCM's, cakes and sweet muffins
- ✿ Soft drink, cordial, 'energy' drinks
- ✿ Nuts, as they are a highly allergic food to some children *Please see Food & Nut Procedure

Preschool Staff responsibility

- ✧ Be aware of children with specific dietary requirements or allergies
 - ✧ Discuss healthy eating with children, as part of the curriculum and incidentally during sessions.
 - ✧ Provide a scrap bucket for children to place their scraps in and discuss the environmental benefits from this
 - ✧ Remind children to wash their hands with soap and water before eating their morning tea and lunch.
 - ✧ Encourage children to try and retry new foods. Research suggests it may take a child up to 10 times for them to like a food, flavour or texture.
 - ✧ Cut up fruit if needed, support children to open their own foods
 - ✧ Provide a clean eating area.
 - ✧ Offer information to families on healthy lunch ideas
 - ✧ Model appropriate eating/drinking routines and healthy food choices
 - ✧ Provide a reminder note to parents in the event of unhealthy food being provided for children, and offer a healthy substitute if required.
 - ✧ During lunch time, children are seated together with a staff member/parent helper. Children are encouraged to eat their savoury food (eg sandwich, roll, salad, etc) first then followed by any other food in their lunch box.
 - ✧ Provide a quiet time after lunch for children to let their food settle
 - ✧ Minimize added sugar in cooking activities
- PLEASE NOTE: Staff will not reheat food due to NQF and WHS regulations.

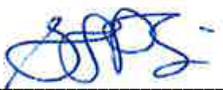
Parent/Caregivers responsibilities

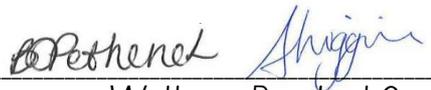
- ✧ Inform staff of any food allergies or special food requirements that their child may have.
- ✧ Send 2 separate food boxes.
 - A snack containing *at least* one piece of fruit or vegetable and maybe one other suitable snack
 - Lunch consisting of a sandwich/roll/wrap/or equivalent plus one or two other food items
- ✧ Provide ample lunch for your child to have at Preschool. They will not be expected to eat it all.
- ✧ Have your child's name clearly marked on their containers, lunch box, lids and water bottles. Check this regularly.
- ✧ Ensure your child can identify and open (or be able to have a great go) their own containers.
- ✧ Encourage your child to unpack and put away their snack and lunch boxes each day.
- ✧ Send only water to Preschool in a labelled bottle.
- ✧ Take home all containers including water bottles to wash daily.

READ THE LABEL	
Per 100g	
Total Fat	Less than 10g Less than 2g for dairy foods
Sugar	Less than 10g Less than 15g for breakfast cereals Less than 25g for foods with dried fruit
Sodium	Less than 420mg
Dietary Fibre	Aim for more than 8g

PI Pirie Regional Health Service, Dietetics Dept. May 2007 Phone 8638 4693

Signed:


Chairperson - Governing Council


Directors - Wallaroo Preschool Centre



WALLAROO PRESCHOOL CENTRE FOOD AND NUT PROCEDURE

Background:

The Wallaroo Preschool Healthy Food and Nut Policy requires the centre to remain nut free.

Many families are turning to 'clean' eating and using ground nuts as a basis for much of their cooking and food preparation.

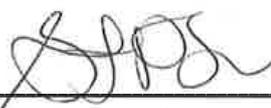
Procedure:

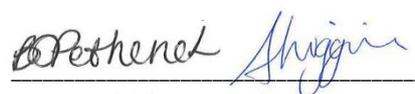
At Wallaroo Preschool, on years when there are **NO CHILDREN WITH KNOWN NUT ALLERGIES**, the children, families and staff may choose to pack healthy lunches and snacks with foods that do contain nuts.

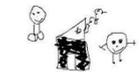
Families that do choose to provide foods that contain nuts have a responsibility to ensure their children have eaten nuts prior and have no/minimal risk to a nut allergy.

This Procedure becomes obsolete when a child with a Nut Allergy becomes enrolled at the service. The Director will advise families of this procedure on years that it will be implemented.

Signed:


Chairperson - Governing Council


Directors - Wallaroo Preschool Centre



WALLAROO PRESCHOOL CENTRE FACEBOOK GUIDELINES

Any member of our pages must agree to abide by the DECD Social Media Policy which can be accessed by the following link: <http://www.decd.sa.gov.au/docs/documents/1/decdsocialmedia.pdf>

The Wallaroo Preschool Centre has three Facebook pages: A private/closed group, an open page and a Governing Council page. The director and/or a teacher of Wallaroo Preschool Centre will be the Administrator for the private group and the open page and a member of the Governing Council plus the Director will be the Administrator of the GC page.

Wallaroo Preschool Centre Governing Council:

Members of the Governing Council may be invited to this group as a communication method between members. Only Governing Council members or staff may join.

Closed Group: Wallaroo Preschool Family Page

The Administrator at their discretion may only approve the following people to become members;

- ✧ Parents of children currently enrolled at Wallaroo Preschool Centre
- ✧ Staff of the Wallaroo Preschool Centre
- ✧ Appropriate DECD Regional Office staff
- ✧ Approved volunteers of the Preschool with DECD Police clearance

Guidelines for users of the Wallaroo Preschool Family Page:

- ✧ Any member of this group can post on this page. Posts will not be published until approved by the administrator.
- ✧ No photographs are to be tagged, any tagging will be removed by the Administrator.
- ✧ Photographs that are posted on this page are not to be shared or re-posted to any other page.
- ✧ Any member posting anything deemed inappropriate will be barred from the page.

Open Community Page: Wallaroo Preschool Centre

- ✧ Preschool Staff will use the page to publically promote the Preschool
- ✧ No photograph are to have children's faces

The following guidelines for posting images comes from the DECD Social Media Policy and will be adhered to by the preschool at all times.

When posting images of students or using their work the following guidelines apply:

- ✧ A consent form must be signed by the parent or guardian prior to taking images of any child/student who is under the age of 18 years.
- ✧ Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (eg, six students have a signed consent form on record but one has not) the image cannot be used unless consent is obtained for all students.
- ✧ Images of students/children on a website must not include any names identifying any of the students/children in the image and care must be taken not to reveal personal information about the subjects.
- ✧ Only text identifying the school can be used and/or a description of the activity (eg, students from somewhere High School performing at the Come Out Festival).
- ✧ Only photographs with students in standard school uniform or day clothing are used. Photos of single students and of children and students in swimming attire should be avoided.
- ✧ Parents should be aware of the privacy and security concerns of identifying their children online, within the 'acceptable use' conditions. If they still choose to identify their children, then it is their right. In the case where parents disagree, do not identify the student/child.

Signature: _____

Chairperson - Governing Council

Director - Wallaroo Preschool Centre



WALLAROO PRESCHOOL CENTRE VOLUNTEER POLICY

Philosophy

We believe that voluntary workers can make a significant contribution to the preschool community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for children.

At Wallaroo Preschool Volunteers are defined as person who donates their time to the preschool on a regular basis.

Volunteer Selection Procedures

Volunteers will be assessed for their suitability to work at the preschool. This assessment will be made in relation to the skills and contributions being offered.

Volunteers will be required to:

- ✧ Agree to a relevant criminal history clearance
- ✧ Attend RAN for volunteer training
- ✧ Attend an orientation/induction meeting
- ✧ Sign a volunteer agreement form before commencing work as a volunteer in the preschool.

The preschool's decision is final in determining who is eligible to work as a volunteer at the preschool. Any applicant not accepted for volunteer work will be advised in writing.

Sequence of Steps for Volunteers

1. Make contact with the preschool to ascertain preschool needs re volunteers
2. Provide documentation for the relevant criminal history clearance
3. Attend the orientation meeting
4. Sign the agreement form

The Preschool's Responsibilities to Volunteers

- ✧ A preschool contact person will be allocated to monitor and support the volunteer
- ✧ Volunteers will be provided with induction that includes:
 - Work Health Safety Procedures
 - Duty of care responsibilities to children
 - Confidentiality requirements
 - Training specific to the area of volunteer work
- ✧ Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- ✧ Changes to a volunteer's area of work or time commitment will be made with full consultation
- ✧ Supervising teachers or leadership team member will be available to discuss volunteer's concerns as they arise.
- ✧ The preschool will meet their duty of care to children by not leaving a volunteer to work unsupervised with children.

Volunteers' Responsibilities

- ✧ The volunteer's most important responsibility relates to his/her duty of care to children. Children are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- ✧ For volunteers, respecting the rights of children means they must not:
 - Work unsupervised with children
 - Be involved in toileting students or assisting with change rooms/sick rooms
 - Encourage affection from or dependency in children eg by giving presents
 - Have intentional physical contact with children (centre staff will provide first aid and comfort to injured/distressed children)
 - Display bullying or intimidating behaviours towards children.

Volunteers must:

- ✧ Refer all children and family concerns or behaviour issues to a staff member.
- ✧ Sign the visitors' book on arrival and departure.
- ✧ Wear the provided name badge at all times
- ✧ Notify the preschool as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of agreement

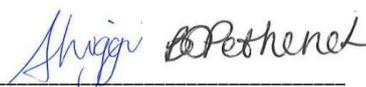
When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Preschool Director's discretion and where the volunteer

- Has no more work available
- Fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- Behaves towards children, parents or staff in a manner deemed inappropriate or improper
- Repeatedly fails to meet commitments without notice to the preschool.

Signature



Chairperson - Governing Council



Directors - Wallaroo Preschool Centre

Issue: 1

Date 24th February 2015

Review: February 2018

Wallaroo Preschool Centre Volunteer Agreement

I agree to:

1. Obtain a DSCI Clearance Before Commencing on Site
2. Work as a volunteer in the area/s of
3. Discuss any concerns in relation to preschool matters with the appropriate staff member of the preschool management
4. Keep all preschool related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the preschool. I understand this is the responsibility of the Director.
5. Abide by the terms and conditions detailed in the volunteer policy

As a volunteer

- I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, Work Health Safety procedures, duty of care to children and confidentiality. I have also received training specific to my area of volunteer work.
- I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

The Preschool needs to be safe for all children, staff and visitors

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. I have been made aware of the evacuation/invacuation procedures. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I have been informed of procedures for notification of accidents and health safety hazards and/or near misses in my work area. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I have been informed of first aid arrangements for staff and children. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I know the name and location of my supervisor at the worksite. | <input type="checkbox"/> | <input type="checkbox"/> |

VOLUNTEER

Signed:Name:.....Date:.....

Preschool Director or delegate

Signed:Name:.....Title:.....Date:.....

Contact Details

Name:

Emergency Contact:

Address:

Name:

Email:

Relationship to Volunteer:

Phone:

Phone: